



# Convention on the Conservation of Migratory Species of Wild Animals

Secretariat provided by the United Nations Environment Programme



## 31<sup>st</sup> Meeting of the Standing Committee

Bonn, 28-29 September 2006

CMS/StC31/4  
Agenda Item 7.a

### SECRETARIAT MANPOWER AND ORGANISATION

*Paper by the Executive Secretary*

#### Background

1. Since COP7 in 2002, the Convention has had 14 approved permanent posts, of which 6 are at P and 8 at GS level<sup>1</sup>. These are financed from the main CMS Trust Fund. Manpower is the Convention's most valuable resource, and in the current triennium 2006-8 will account for 72% of the total budget, before overheads. Deploying our officers to the best effect in meeting the objectives of the CMS Strategic Plan and reinforcing them with temporary or project staff where prudent, are essential to the continuing effective management of the Convention on behalf of the Parties.

#### Current Organisation

2. Annex 1 shows the deployment of permanent and temporary staff and interns which has operated for most of this year. All 14 of the permanent posts are currently filled, but one (the current Computer Operations Clerk post) is occupied by a half time officer. The resources saved in 2006 have so far largely been used to help cover for a maternity absence, which came to an end on 4 September.

3. Emerging CMS priorities, including greater emphasis on external fundraising and partnerships, as well as career development needs for existing staff require some adjustments to the deployment of staff. Annex 2 gives details of the changes, most of which are relatively minor. The total number of posts will remain the same, but with the following changes:

- (i) The full-time Administrative Assistant post (G5) currently assigned to the DES will be transferred to the External Relations, Partnerships and Media Unit (which now includes the fundraising remit). The job description will need to be amended accordingly in due course but the grade will be unchanged.
- (ii) The G4 Computer Operations Clerk post will be abolished with effect from 1 April 2007 (to allow for a normal period of notice). The post is a hangover from an earlier era when CMS needed a different set of computer skills to provide relatively modest and straightforward IT support within a framework where GROMS was operated by Museum Koenig, and where the CMS Family as a whole had far fewer staff and IT needs. Contributing to this decision are also the growing demands of the CMS website, and chronic difficulties in maintaining and updating data as the number of Parties and Agreements/MoUs has grown.

<sup>1</sup> This does not include the Administration and Financial Management Unit (AFMU) which comprises 5 posts paid for by UNEP out of the 13% overhead charges fund, and provides financial and administrative services to UNEP/CMS and the 3 other CMS Agreements co-located in Bonn.

- (iii) In order to meet the Convention's immediate IT needs, above all the establishment of an independent server, an independent website and full implementation of the merger with GROMS, it is proposed to appoint an experienced project officer for two years, at an estimated cost of €150-200,000. Savings will be made in several budget lines (including 1201, 2205, 2210, 2230 and 2260) in 2007-8 in order to release the necessary resources. Alternatively, one or more Parties may wish to 'sponsor' the post through earmarked donations. Ensuring that CMS becomes fully 'computerate', and makes cost-effective use of modern technology is likely to save resources in the longer term. In the light of experience with a project officer, further proposals will be presented to COP9 in order to regularise the Secretariat's IT capacity from 2009 onwards.
- (iv) In order to provide the minimum level of Administrative and Secretarial support needed, two half-time (50%) G posts will be established at GS 4 level from 1 April 2007, funded by the savings from the abolition of the full-time Computer Clerk post (also GS 4). The two part-time posts will provide support to the DES and the Information Capacity Building Officer, respectively. One of the posts will also assist the Chairman and Board of "Friends of CMS", while the other will continue to focus on the campaign to increase the number of CMS parties. Both posts therefore have a strong link to fundraising.
- (v) It has been agreed in principle with UNEP, and supported by OIOS following their recent review of CMS Agreements, that the post of Administrative and Fund Management Officer (AFMO) should be re-classified at the higher P4 grade. This is in accordance with the additional responsibilities assigned to the post as the size of funds, and the number of Trust Funds has increased. The normal grading for outposted AFMO posts is now P4 throughout UNEP. We also intend to assign additional IT strategic management and office supervisory tasks to the new post. When filled, the exiting posts of Registry Clerk (G4) and Clerk (G3) will report direct to the AFMU.
- (vi) We also propose to reclassify one existing G4 Secretary post (providing services to the Agreements Officer and the Scientific Officer) at the level of G5 (Administrative Assistant) to reflect additional responsibilities, particularly in preparing legal or quasi-legal documents for new Agreements or MoUs, and the organisation of the Scientific Council. The costs involved are minor and can be accommodated within our existing budget.
- (vii) Additional time-limited project posts may become available depending on the continuing response to CMS' fundraising campaign (see Agenda Item 7.c/Document CMS/StC31/6).

4. The Executive Secretary will provide further information about recent developments, including (i) the response to the 'CMS Family Intern Scheme' launched earlier this year to take advantage of the additional accommodation now available in Bonn as a remit of the generosity of the German Government and (ii) current efforts to secure approval for the appointment of 2 Junior Professional Officers in the Secretariat (see also Section 3 of CMS/ StC31/6).

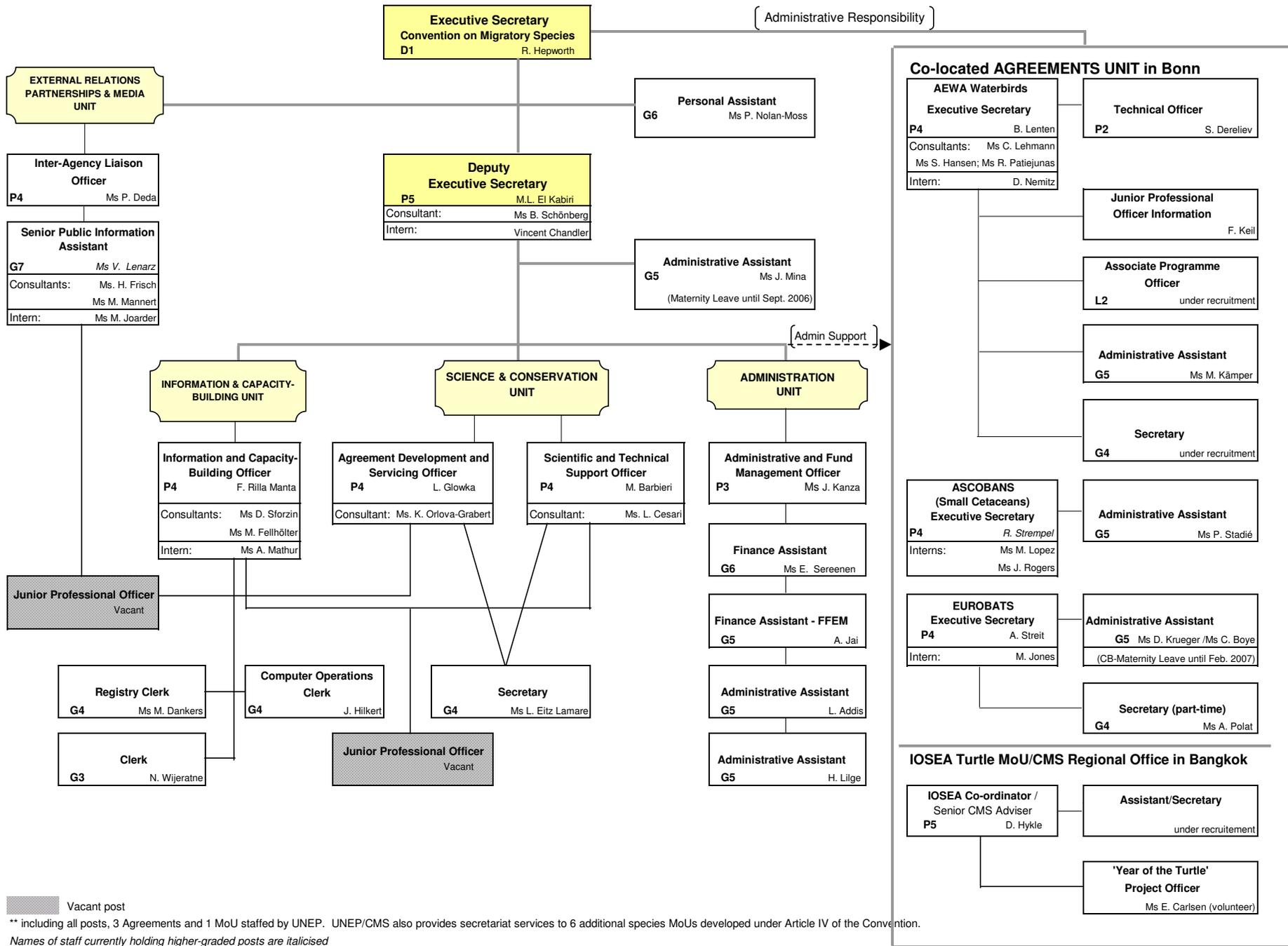
**Action requested:**

The Standing Committee is requested to:

- (a) express its views on manpower and organisational issues; and
- (b) approve the proposals set out in paragraph 3 above, on the understanding that there will be no net increase in the number of permanent Professional and General Service posts (14) funded by the CMS Trust Fund during the current triennium (2007-9).

# ORGANIZATION CHART FOR THE UNEP/CMS FAMILY OF SECRETARIATS (as at July 2006) \*\*

STC 31/4 Annex 1

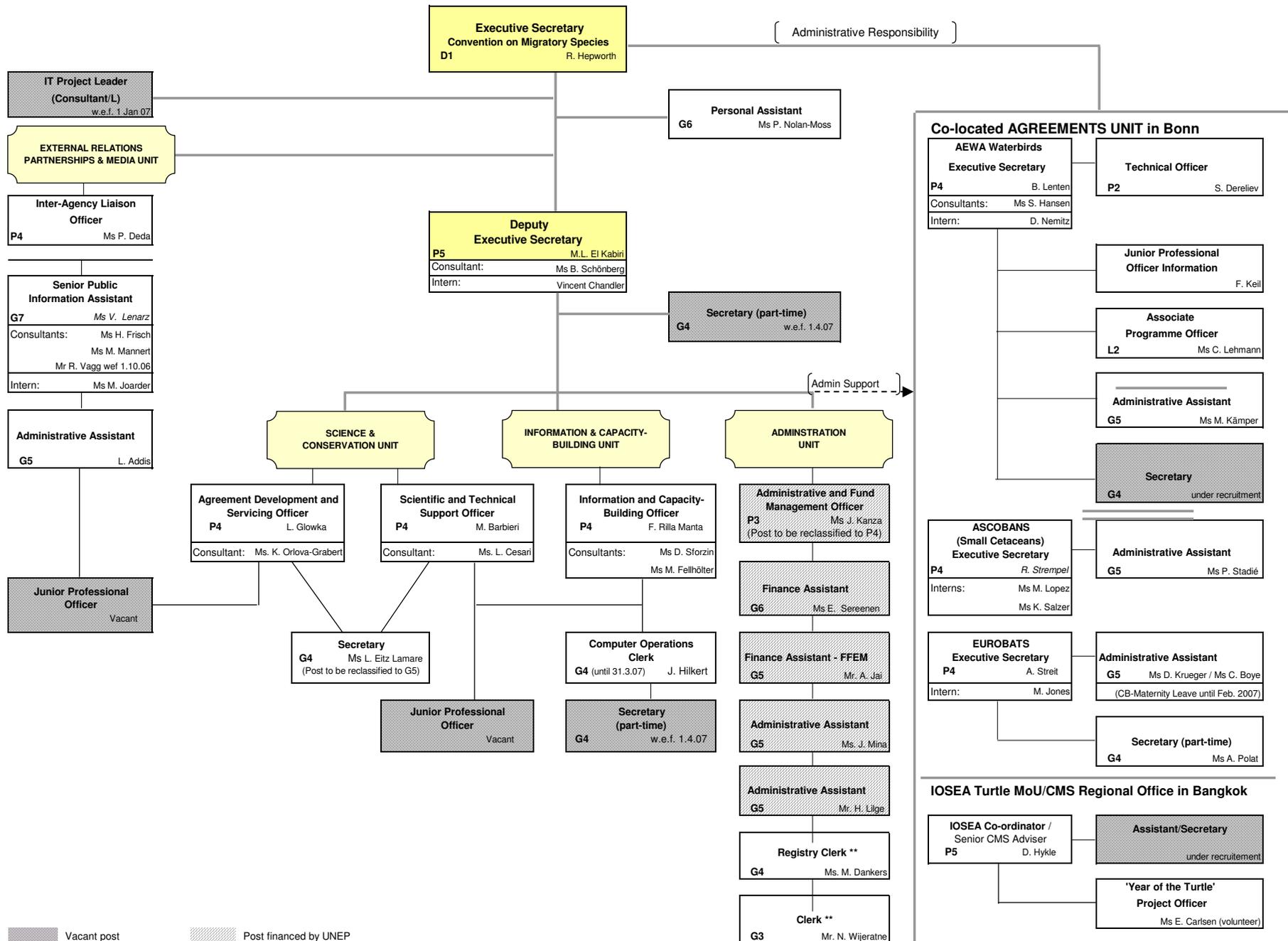


Vacant post

\*\* including all posts, 3 Agreements and 1 MoU staffed by UNEP. UNEP/CMS also provides secretariat services to 6 additional species MoUs developed under Article IV of the Convention.

Names of staff currently holding higher-graded posts are italicised

# ORGANIZATION CHART FOR THE UNEP/CMS FAMILY OF SECRETARIATS (September 2006 onwards) \*



  Vacant post    
   Post financed by UNEP

*Names of staff currently holding higher-graded posts are italicised*

\* including all posts, 3 Agreements and 1 MoU staffed by UNEP. UNEP/CMS also provides secretariat services to 6 additional species MoUs developed under Art. IV of the Convention.

\*\* to be moved to Administration Unit after reclassification of AFMO post